

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**AUDITOR MANAGER**

**JOB DESCRIPTION**

Employees in this job function as professional managers, directing the work of professional subordinates. The employee, under general or administrative supervision, works within general methods, procedures, and exercises with considerable independent judgment to select proper courses of action. The work requires thorough knowledge of the professional auditing field and knowledge of supervisory techniques and personnel policies and procedures.

There are six classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classification level.

**Position Code Title – Auditor Manager-1**

Auditor Manager 12

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title – Auditor Manager-2**

Auditor Manager 13

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title – Auditor Manager-3**

Auditor Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Auditor Manager-4**

**Auditor Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work.

**Position Code Title – Auditor Manager-5**

**Auditor Manager 16**

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction, a third-line professional manager of professional positions in a complex work area, a third-line manager of professional positions in a standard work area receiving executive direction, or a fourth-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Audits financial, control, operating, and information technology records and data to determine the level of compliance with relevant statutes, rules, procedures, policies, and regulations.

Determines audit strategies, programs, and procedures for specific audit assignments.

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Prepares audit reports containing data on records audited, test checks made, conclusions reached, exceptions, objections by audited party and proposed action.

Audits financial, control, operating, and other records and data to determine the efficiency and effectiveness of systems.

Audits and evaluates the overall condition of a variety of financial, control, operating, and information technology systems.

Reviews audit results and exceptions with audited party, representing attorney, or accountant and explain the findings and basis for exceptions.

Appraises the effectiveness of existing controls and operations and recommends improvements and alternatives.

Defends audit findings at hearings and may serve as witness at formal proceedings.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-16 levels.

Knowledge of generally accepted professional accounting principles and practices.

Knowledge of the principles practices, methods, and techniques of governmental, and information technology accounting and auditing as used by municipalities, counties, and other local units of government.

Knowledge of business law, corporation finance, banking, and economics.

Knowledge of the statutes, rules, and regulations applicable to the type of audit entity.

Knowledge of procedures required avoiding subjecting the state to lawsuits for damages.

Knowledge of the training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

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Ability to analyze and appraise facts and precedents in making management decisions.

Ability to analyze the financial condition of business organizations or individuals by examining tax records, accounting statements, physical property inventories, and methods of operation.

Ability to interpret regulatory laws pertaining to public, private, or individual financial responsibility.

Ability to recognize and assist in correcting errors in accounting practices.

Ability to recognize and assist in minimizing the risk associated with information technology activities.

Ability to obtain information relative to misrepresentation, improper use of proceeds, and excessive expenses.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major, with not less than 24 semester or 36 term credits in accounting.

### **Experience**

#### **Auditor Manager 12**

Three years of professional experience auditing accounting, financial, and operations records, equivalent to an auditor in state service, including one year of experience equivalent to an Auditor P11.

#### **Auditor Manager 13, 14, 15**

Four years of professional experience auditing accounting, financial, and operations records, equivalent to an auditor in state service, including either two years of experience equivalent to an Auditor P11.

OR

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One year of experience equivalent to an Auditor 12 or Auditor Manager 12.

**Auditor Manager 16**

Three years of professional experience equivalent to an Auditor Manager 13.

**OR**

Two years of professional experience equivalent to an Auditor Manager 14.

**OR**

One year of professional experience equivalent to an Auditor Manager 15.

**Alternate Education and Experience**

Possession of a certificate in public accounting (CPA) may be substituted for one year of experience at the P11 level.

Possession of a Certified Management Accountant certification (CMA) may be substituted for six months of experience at the Auditor P11 level.

**Special Requirements, Licenses, and Certifications**

Certain positions are assigned subclass codes. Individuals appointed to must possess the required specialized experience, training, or license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**  
AUDITMGR

**Job Code Description**  
Auditor Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Auditor Manager-1	AUDTMGR1	NERE-181
Auditor Manager-2	AUDTMGR2	NERE-183
Auditor Manager-2 (PP)	AUDTMGR2	NERE-093P
Auditor Manager-3	AUDTMGR3	NERE-187
Auditor Manager-3 (PP)	AUDTMGR3	NERE-085P
Auditor Manager-4	AUDTMGR4	NERE-188
Auditor Manager-4 (PP)	AUDTMGR4	NERE-086P
Auditor Manager-5	AUDTMGR5	NERE-189

ECP Group 3  
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